

Workshops

June 2014

★ **Lehi Employment Center**
557 W. State St. • Lehi
801-753-4500

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills

RESUMÉ WRITING:

June 2	9:00 AM–12:00 PM
June 16	9:00 AM–12:00 PM
June 30	9:00 AM–12:00 PM

INTERVIEWING SKILLS:

June 4	1:00 PM–4:00 PM
June 18	1:00 PM–4:00 PM

JOB SEARCHING WITH TECHNOLOGY:

June 11	1:00 PM–3:00 PM
June 25	1:00 PM–3:00 PM

NETWORKING STRATEGIES:

June 9	10:00 AM–12:00 PM
June 23	10:00 AM–12:00 PM

EMPLOYMENT ESSENTIALS:

June 10	9:30 AM–11:30 AM
June 24	9:30 AM–11:30 AM

RESUMÉ WRITING:

Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS:

Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

NETWORKING STRATEGIES:

Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

Workforce Services • jobs.utah.gov



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240.
Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.